

ATTACHMENT A  
STATEMENT OF WORK

**Saint Paul, AK Transient Quarters  
Cleaning Specifications**  
June 12, 2012

Janitorial Services for Saint Paul, Alaska Transient Quarters on a "call as needed" basis. Estimated at 2 call outs a month. Call as needed services are to be accomplished within 24 hour time period unless agreed upon. Quarters consist of and are limited to a three-bedroom, two-bathroom, duplex apartment located at 163D Ellerman Hgts Rd, Unit 103, St Paul Island, AK.

The apartment is approximately 1200 sq ft.

**CONTRACTOR IS TO SUBMIT MONTHLY INVOICES FOR ALL CALLOUT SERVICES TO THE CONTRACTING OFFICERS REPRESENTATIVE BY THE 5<sup>TH</sup> DAY OF THE FOLLOWING MONTH for review.**

The contractor is to provide all cleaning supplies and expendable equipment such as brooms, mops, dust cloths, vacuum cleaner, carpet cleaner, and trash bags. **The vacuum cleaner equipment shall be of an industrial or commercial grade with a rotating brush head attachment for vacuuming carpeting.** The contractor is to provide all paper products needed in the transient quarters such as toilet paper, and paper towels.

***To be performed for each call-out service.***

A. Item: Floors, Carpeted

**Specification:** Vacuum carpeting with an industrial-type vacuum with a rotating brush head attachment and inspect for spots. When spots appear, remove with an appropriate spot removing solution using manufacturer's recommended techniques.

**Standard:** A properly spot-cleaned, vacuumed rug or carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.

B. Item: Floors, Uncarpeted

**Specification:** Vacuum all tiled/linoleum floors with an industrial-type vacuum cleaner or sweep. After vacuuming or sweeping, mop with a detergent solution.

**Standard:** A properly mopped and cleaned floor is free of all deposits, stains, streaks, film, and brush marks.

C. Item: Bathrooms

**Specification:** Clean bathroom by damp wiping washbasin and faucets and other exposed plumbing fixtures, top and bottom of toilet seat, walls in the immediate area of the washbasin. Clean shower/tub stall with a solution of water, detergent, odor counteractant, and germicide. Pour a quantity of the solution into the toilet bowl and clean with bowl brush. Remove stains in washbasin, toilet bowl, and shower/tub with a chlorinated powder and remove lime deposits, rust, and/or other stains with an acid-type cleaner. Damp wipe all cleaned surfaces thoroughly with clean water and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean all mirrors with a commercial glass cleaner and polish with a lint-free cloth. Fill toilet dispenser with paper and soap tray with soap bar. Sweep floor and mop with a solution of water, detergent, odor counteractant, and germicide. Remove soiled bath towels and mats and replace with clean towels and mats.

**Standard:** A properly cleaned bathroom is free of all streaks, stains, deposits, and odors.

D. Item: Waste Receptacles

*Specification:* Empty all waste from waste receptacles into contractor, furnished plastic bags and wipe receptacles inside and out, as necessary. Waste receptacles lined with a plastic bag need not be wiped provided no leakage has occurred.

*Standard:* A properly cleaned waste receptacle and plastic lining are free of all waste residue and odors.

E. Item: Kitchen Countertops

*Specification:* Wipe off all kitchen countertops. Remove all stains and spots with a damp cloth.

*Standard:* A properly cleaned surface is free of all spots, stains, and spills.

F. Item: Changing Beds

*Specification:* Remove all linens and remake bed with appropriate sized clean linen.

*Standard:* A properly made bed has smoothly tucked linen, with blankets and bedspread neatly covered on the bed.

G. Item: Laundry/Linens

*Specification:* Provide laundry service for all soiled linens, dish towels, bath towels, bedspreads, and bath mats, using washers and dryers provided by Government in each housing unit. Linens, bath towels, dish towels, bedspreads, and bath mats are not to be removed from the unit for off-site cleaning. Performance of service should be done while conducting cleaning.

*Standard:* A proper laundry service will provide clean linens and towels at all times.

**\*\*NOTE:** All torn, worn, ripped and otherwise non-functional linens, towels, etc., shall be reported, specifying type of Item, size, and quantity needing replacement.

H. Item: Linen, Closet

*Specification:* Maintain a clean and orderly linen closet

*Standard:* A properly clean and orderly linen closet is free of all dirt, grime, and cobwebs with linen neatly folded and stored on shelves.

I. Item: Cleaning Supply Storage Areas

*Specification:* Maintain a clean and orderly area.

*Standard:* A properly clean and orderly storage area is free of all dirt, grime, and cobwebs with all supplies stored on shelves. Brooms and vacuums should be stored securely, to prevent accidents.

J. Item: Floors/Cupboards/Government Equipment

Location: Arctic Entry

*Specification:* Vacuum all linoleum floors with an industrial-type vacuum cleaner or sweep. After vacuuming or sweeping floors, mop with a solution of water, detergent, odor counteractant, and germicide.

*Standard:* A properly mopped and cleaned floor is free of all deposits, stains, streaks, film and brush marks.

K. Item: Furniture, Dusting and Vacuum

*Specification:* Dust all cabinets, tables, chairs, desks, radiators, windowsills, lamps and television sets, inside and out including lower surfaces. Remove all stains with a damp cloth. Vacuum all upholstered furniture, such as sofas and chairs, with vacuum attachment, including under all cushions.

*Standard:* A properly dusted surface is free of all spots, stains, dust, lint, and cobwebs. A properly vacuumed cloth/upholstered surface is free of all dirt, crumbs, and lint.

L. Item: Refuse removal

*Specification:* Remove all refuse from the premises and dispose of in outside container serving quarters, or at the local landfill, iaw local landfill regulations and procedures.

*Standard:* The premises are clear of all refuse on each occasion that the premises are cleaned.

***Semi-Annual: To be performed in May and November.***

A. Item: Walls and Cabinets Wood

*Specification:* Clean wood paneled walls and cabinets with an industrial-grade wood panel cleaner and waxer using the manufacturer's recommended techniques.

*Standard:* A properly cleaned wood panel is @ of all fingerprints, spots, stains, streaks, smudges, and film; and has a uniformly bright appearance.

B. Item: High Cleaning

*Specification:* Dust all vents, grilles, tops of doors, and light fixtures with a treated cloth or vacuum attachment. Remove any spots with a damp cloth. After dusting or vacuuming, wash vents and grilles with a detergent solution, rinse with a damp cloth and wipe dry with a clean cloth.

*Standard:* A properly dusted pipe, vent, grille, ledge, transom, or light fixture is free of all dust, grit, spots, lint, and cobwebs.

C. Item: Range Hood

*Specification:* Wipe surface of range hood with a grease cutting solution. Remove the filter and immerse in a bath of grease cutting cleaner. Damp wipe all cleaned surfaces with clear water and wipe dry with a clean cloth. Replace filter to its original position.

*Standard:* A properly cleaned range hood and filter is free of all dust, grit, spots, lint, cobwebs, and film.

D. Item: Windows Inside and Outside

*Specification:* Wash all windows on the inside and outside. Wipe away spillage, drippings, and stains immediately with a damp cloth. When temperatures are below 30 degrees F, add an appropriate alcohol or chemical to the solution to prevent freezing.

*Standard:* A properly washed window is free of all dirt, grime, streaks, smudges, and film.

E. Item: Window Covering, Drapes, Shades and/or Blinds

*Specification:* Vacuum drapes using an industrial-type vacuum with appropriate tool attached for vacuuming. Clean blinds and/or shades using a damp cloth with a detergent solution. Damp wipe all cleaned surfaces thoroughly with clean water and wipe with a dry cloth.

*Standard:* A properly cleaned window covering is free of all streaks, stains, spots, deposits, and odors.

F. Item: Room: Kitchen Area, All Units

*Specification:* Vacuum refrigerator grille cover and cooling coils. After vacuuming, damp wipe grill and exterior of refrigerator and wipe dry with a clean cloth. Clean stove oven using oven cleaner to remove baked on grease and boiled over food residue. Clean cooking surface of the stove using a chlorinated powder, removing all food residue. Damp wipe top of range hood and wipe dry with a clean cloth.

*Standard:* A properly cleaned refrigerator and stove is free of all streaks, film, grease and smudges.

G. Item: Floors, Carpeted

*Specification:* After vacuuming, shampoo the carpeting using an industrial or commercial grade, foam rug cleaner, using manufacturers recommended techniques. The time for accomplishment will be agreed upon between the contractor, and the contracting officer's representative.

*Standard:* A properly shampooed carpet is free of all stains, matted areas, and cleaning marks, and has a uniformly bright appearance.